

CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT

SUBJECT: BUILDING AND OFFICE HOURS	DATE APPROVED 11/21/88	EFFECTIVE Immediately REPLACES 150.1, 900	POLICY NO. 205
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County office hours have been established as 8:00 A.M. through 5:00 P.M. Monday - Friday. The only exception is a legal holiday observance as authorized by the Board of Commissioners or by order of the Board Chairperson in an emergency; or in his absence, the Vice-Chairperson. Flexible scheduling of employees according to contract provisions and/or department requirements may be instituted by the Department Head, providing that each employee is scheduled for a 40 hour week, that the office is covered according to the above provisions. The Department Head shall have full responsibility for assuring coverage at all times by himself/herself, his deputy or assistant, or other knowledgeable employee and at no time leave the office without the capability of adequate public and inter-departmental service.

Written notice of vacation, meetings and any type of business that requires an appointed department head to be absent from his respective office for longer than three consecutive working days will be filed at least five days in advance, except in an emergency, with the Chairperson of the Board of Commissioners. The notice shall include the name and position of the individual in charge during the absence.